

STURGIS PUBLIC LIBRARY MEETING ROOM POLICY

The Sturgis Public Library meeting rooms may be available for use by local organizations, individuals, or businesses for educational, cultural, or public service activities by reservation with a library staff person. **Priority is given to educational programs sponsored by the library, city meetings, and organizations using the rooms for cultural or educational purposes.** The library reserves the right to limit the use of the meeting rooms by any one group to best accommodate the many requests for the facilities. Maximum time limit for use of any room is 3 hours.

Private businesses/organizations outside of the Sturgis Public Library service area will be charged a \$25.00 per hour use and set-up fee to be paid with the room reservation request.

The areas available include:

The Main Floor Program Room (seats 50, refreshments are allowed). This room is occasionally approved for use by a few local organizations for after library hours. Organizers are asked to clean the area and to ensure that all individuals have left the building and that doors are securely locked.

The Main Floor Study (seats 2-4). The priority use of this room is for testing and staff proctoring. Students studying, or patrons needing to use their cell phones will be allowed to use the room if not scheduled for testing, then it is open for computer use as needed.

The Lushbough Room (upstairs, seats 10). This room is available for quiet study by individuals and for small group meetings during regular library hours. Users must register at the circulation desk(s), permission will be at staff discretion. Food and beverages may be served by permission only. Due to the unique collections in this room, access must be available to staff at all times; therefore, private meetings must be approved when making the room reservation.

The 2nd Floor Patio (seats 14, maximum capacity is 70 people). The balcony must be reserved in advance of the event. After hours use must be approved by the library management, and may require attendance of a building staff member. (If a library staff member is willing to work, the fee will be \$25.00 per hour.) Refreshments are allowed, as is use of the gas grill (with staff permission). As with all library areas, no smoking or alcohol is allowed.

Most meetings may be held **only** during regular hours of library service and staffing (exceptions above). Groups or people conducting the meeting will have access to the facility only during the time period designated. Meetings **MUST** be concluded no later than 15 minutes prior to closing so that all participants have exited the library no later than the normal library closing time on that day. PLEASE ALLOW TIME NEEDED FOR SETUP, CLEANUP AND RELATED SUPPORT SERVICES when scheduling the rooms. **Unless otherwise approved, any group or people whose gathering lasts past closing time will be charged a \$25 per hour fee for any part of an hour.**

The Library Board reserves the right to deny or revoke permission to use the meeting rooms for failure to meet or follow library policies. An organization may request from the Library Board a waiver or clarification of these policies at a regularly scheduled Board meeting.

Requests to reserve the meeting rooms should be made at the library or on the library web site and the group/individual responsible will need to fill out the reservation form and provide payment for any required user fee. Tentative approval may be given by telephone.

Seating arrangements are the responsibility of the organization using the meeting room. Chairs and tables must be returned to the previous set-up before leaving. Users are responsible for all clean-up and for any damages that might have occurred. Alcohol, smoking, or candles are not permitted

Groups using the library meeting rooms may not charge an admission fee, or sell products or materials. The exceptions would be fees for community classes or to cover costs of supplies.

It is understood that the public will be welcomed at all meetings for non-profit organizations. In accordance with the Library Bill of Rights, a person's right to use a library should not be denied or abridged because of origin, age, background, or views. Any group requesting to use the library must adhere to library policies. The fact that a group is permitted to meet in the library does not in any way constitute an endorsement of the group's policies or beliefs.

Any behavior considered inappropriate in the library will not be tolerated. Group members are responsible for the supervision of their children while using the meeting rooms.

First Reading Revised Policy: 29 June 2016

Final Reading Revised Policy: 31 August 2016